

# ITEAMS STD Ordering Guidelines



**TEXAS**  
Health and Human  
Services

Texas Department of State  
Health Services



- ITEAMS is a continuing cycle. You cannot perform one function without completing the others.
  - **Place Orders** (Packet Order/Bulk Order tabs) Azithromycin and Suprax pill packets are submitted as separate orders under Packet Order.
  - **Receive Orders** (Receiving Tab)
    - Bulk orders* will add items to your inventory
    - Packet Orders* are just acknowledged that the shipment was delivered, items will not add to your inventory.
  - **Reconcile Inventory (MUST BE DONE EVERY 30 DAYS)**
    - STD (Current Inventory) input on-hand-count at time of reconciliation
- Bicillin
  - Cold items ship only on Mondays, Tuesdays or Wednesdays.
  - If an order comes in late Wednesday, it will ship the following week
  - If order has cold item and dry items, order will be shipped in two shipments.
  - If you need an emergency shipment outside of these times, contact the Pharmacy Branch
- When submitting orders, include your full **First and Last Name**. If there are questions on an order, it will be easier to find the person that submitted it.
- Requests for **condoms**, sites must contact the STD condom program approver. Once approved for an order, the POC will initiate the order via ITEAMS and pharmacy will ship the order. The condom program will **not** be assigned to ITEAMS users. *Jonathan "JJ" Gauthier 512-533-3152*
- Contact the Pharmacy immediately once you determine a mistake on an order has been made. Pharmacy is quick on processing orders.  
**(512) 776-7500** or [ITEAMS.PharmacyHelpdesk@dshs.texas.gov](mailto:ITEAMS.PharmacyHelpdesk@dshs.texas.gov)
- **Do Not** use other employee's ITEAMS login information. Each user must have their own logins. A "New User" form will need to be completed and submitted to the appropriate Program Approver to obtain login access. Please use the same form to delete a user when no longer employed or utilizing ITEAMS.

# ITEAMS STD Ordering Guidelines

STD (Azith and Suprax) packets are ordered under the “**Packet Order**” screen.

- 1) Each needs to be in its own separate order (one order for Azithromycin 4pill packets and one order for Suprax 1pill packets)
- 2) Patient ID boxes are left blank
- 3) Number of packets = total number of packets you are requesting
- 4) **Azithromycin** will always be **4pills** per packet and **Suprax** will always be **1pill** per packet
- 5) When you add your name, please put your full first/last name, that way if we have questions on your order, you are easily found

☐ Generate Patient ID
 
 Confirm Patient ID

Number of Packets

**PACKET ORDER DETAIL**

	Item ID - Description	Pills Per Packet	Total no. of pills
✗	59762306002STD - AZITHROMYCIN TAB 250MG 30CT <input type="button" value="v"/>	<input type="text" value="4"/>	200
		4	200

☐ Generate Patient ID
 
 Confirm Patient ID

Number of Packets

**PACKET ORDER DETAIL**

	Item ID - Description	Pills Per Packet	Total no. of pills
✗	27437020808STD - SUPRAX CAP 400MG 50CT <input type="button" value="v"/>	<input type="text" value="1"/>	10
		1	10

☒ I have verified the address is correct.

☒ I have verified the hours of operations are correct.

Submitted By

# ITEAMS STD Ordering Guidelines

STD items that are ordered under the “**Bulk Order**” are:

Amoxicillin 500mg 21's (1btl max)	Azithromycin 1GM 10/pk (powder packets)
BD Wingset 21X.75 20ct	Bicillin 1200MU 2ml      Bicillin 2.4MU 4ml
Ceftriaxone SDV 250mg/10	Doxycycline 100mg 14's
Gentamicin 40mg/ml 2ml/ 25	Gold Top Tubes 100
Moxifloxacin 400mg 7's (3btl max)	Lidocaine 2ml/50      Xylocaine 2ml/25

BULK ORDER DETAIL									
Item ID	Item Description	Unit Qty	UOM	Original Quantity Requested	Suggested Quantity	Pharmacy Ship Quantity (each)	Quantity Units Ordered	Special Instructions	Comment
76439010410STD	AMOXICILLIN CAP 500MG 100CT	100	CAP	0.0	0	<input type="text"/>	0.00	<div>▲▼</div>	
63323049227STD	XYLOCAINE SDV 1% 2ML/25MPF	25	Vial	0.0	0	<input type="text"/>	0.00	<div>▲▼</div>	
60793070110STD	BICILLIN L-A 1200MU 2ML TBX 10	10	Syr	0.0	0	<input type="text"/>	0.00	<div>▲▼</div>	
59762306002STD	AZITHROMYCIN TAB 250MG 30CT (pkt order)	30	Tab	0.0	0	<input type="text"/>	0.00	<div>▲▼</div>	
59762305101STD	AZITHROMYCIN 1GM 10/PK O/SOL	10	Pkt	0.0	0	<input type="text"/>	0.00	<div>▲▼</div>	
53489012005STD	DOXYCYCLINE TAB 100 MG 500 (btl of 14's)	500	TAB	0.0	0	<input type="text"/>	0.00	<div>▲▼</div>	
47781026830STD	MOXIFLOXACIN TAB 400MG 30 (btl of 7's)	30	TAB	0.0	0	<input type="text"/>	0.00	<div>▲▼</div>	

**Special Instructions box:** You can elaborate specifically what you are requesting per line item. Ex: “I need 4 bottles of 14's” or “I am only ordering 2vials”

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Submitted By

# ITEAMS STD Ordering Guidelines

When requesting items under “[Bulk Order](#)”, quantities entered in the Pharmacy Ship Quantity (each) box should be in eaches. Example:

1 btl Amoxicillin 500mg/#21's = 21                      3 bx BD Wingset 21X.75 20ct = 60  
 1 bx Bicillin 1200MU 10ct =10                      10 btl's Doxycycline 100mg/#14's =140  
 5 pkg Gold Top Tubes 100 =500                      5bx Ceftriaxone 250/10 =50  
 20vials Xylocaine 2ml/50 =20 (and in special instructions box input: Requesting only 20vials)

Azithromycin 1GM powder packets: 1bx of 10max or you can order single packets

If you immediately realize that you have made an error, there is a chance you can correct it. From Bulk Order, click on Filter, Enter Order# in box, click Go. The order will show up, click on the line order and ITEAMS will take you to the ordering screen. If the order is editable you can edit. If it is grayed out, you will have to call the pharmacy. With a Bulk Order, you can only change the quantity of a dug line item. You cannot add a drug or delete it. You will have to call the pharmacy.

BULK ORDER DETAIL									
Item ID	Item Description	Unit Qty	UOM	Original Quantity Requested	Suggested Quantity	Pharmacy Ship Quantity (each)	Quantity Units Ordered	Special Instructions	Comment
76439010410STD	AMOXICILLIN CAP 500MG 100CT	100	CAP	0.0	0	<input type="text"/>	0.00	<input type="text"/>	
63323049227STD	XYLOCAINE SOV 1% 2ML/25MPF	25	Vial	0.0	0	<input type="text"/>	0.00	<input type="text"/>	
60793070110STD	BICILLIN L-A 1200MU 2ML TBX 10	10	Syr	0.0	0	<input type="text"/>	0.00	<input type="text"/>	
59762306002STD	AZITHROMYCIN TAB 250MG 30CT (pkt order)	30	Tab	0.0	0	<input type="text"/>	0.00	<input type="text"/>	
59762305101STD	AZITHROMYCIN 1GM 10/PK O/SOL	10	Pkt	0.0	0	<input type="text"/>	0.00	<input type="text"/>	
53489012005STD	DOXYCYCLINE TAB 100 MG 500 (btl's of 14's)	500	TAB	0.0	0	<input type="text"/>	0.00	<input type="text"/>	
47781026830STD	MOXIFLOXACIN TAB 400MG 30 (btl's of 7's)	30	TAB	0.0	0	<input type="text"/>	0.00	<input type="text"/>	

**Special Instructions box:** You can elaborate specifically what you are requesting per line item.

☒ I have verified the address is correct.
   
☒ I have verified the hours of operations are correct.
   
 Submitted By  x

# ITEAMS STD Ordering Guidelines

## RECONCILIATION

Reconcile inventory at least every 30-days. ITEAMS will keep track of the last reconcile date and will direct you to reconcile if you are over the 30-day time frame and attempting to place a Bulk Order. Prior to reconciling, receiving must be completed before entering the on-hand counts on the Current Inventory screen.

Conduct an inventory of your drugs. Print the **Tally Sheet** under the Inventory Tab. Follow the items according to the list and check it against your physical inventory on your shelf. Any items that are on your shelf will need to be added into inventory by using the “Add Line” button on the receiving tab.

### Tally Sheet

Date: ____/____/____		Site: STD / 00-000000000			
Item ID	Description	Lot	Expiration	Physical Count	Comment
76439010410STD	AMOXICILLIN CAP 500MG 100CT	825k005b	3/31/2020		
59762305101STD	AZITHROMYCIN 1GM 10/PK O/SOL	j39181	11/1/2020		
59762305101STD	AZITHROMYCIN 1GM 10/PK O/SOL	j52571	11/1/2020		
08290367352STD	BD WINGSET PB 21X.75 PREATT 20	5260528	9/30/2020		
60793070110STD	BICILLIN L-A 1200MU 2ML TBX 10	72123	7/31/2020		
60793070110STD	BICILLIN L-A 1200MU 2ML TBX 10	72395	8/31/2020		
60793070110STD	BICILLIN L-A 1200MU 2ML TBX 10	72264	7/31/2020		
64679070102STD	CEFTRIAZONE SDV 250MG/10	560068m	8/1/2020		
64679070102STD	CEFTRIAZONE SDV 250MG/10	560058m	8/1/2020		
53489012005STD	DOXYCYCLINE TAB 100 MG (btl of 14's)	6718103	10/31/2020		
00409120703STD	GENTAMICIN 40MG/ML 2ML (3vials per therapy 6 vials MAX)	47336dk	11/1/2020		
00000367986STD	GOLD TOP TUBES 100	3094905	3/31/2020		
00000367986STD	GOLD TOP TUBES 100	3008919	12/31/2020		
47781026830STD	MOXIFLOXACIN TAB 400MG (btl of 7's)	bxh3xr1	4/30/2020		
63323049280STD	XYLOCAINE AMP 1% 2ML/10	6111213	7/31/2020		
63323049280STD	XYLOCAINE AMP 1% 2ML/10	6111214	7/31/2020		
00069305107STD	ZITHROMAX 1G POWDER 10/PK O/SOL	m48251	12/1/2020		
00069305107STD	ZITHROMAX 1G POWDER 10/PK O/SOL	j11293	11/1/2020		

# ITEAMS STD Ordering Guidelines

From the tally sheet, input your on-hand counts in the column "Quantity Total Items on Hand", then click on save. Quantities should be in eaches (pills, vials, tubes, powder packets).

## CURRENT INVENTORY

Please enter your current inventory. Only include state-provided items (not privately purchased).

1. Physical on-hand count is required each month.
2. On hand count should be by Item ID and Description.
3. You must click "Save" at the bottom of the screen after entering your inventory.

Date	Item ID	Item Long Description	Alert	Lot	Expiration	UOM	Unit Qty	MSL	Quantity Total Items On Hand
5/20/2017	76439010410STD	AMOXICILLIN CAP 500MG 100CT		825k005b	3/31/2020	CAP	100	0	<input type="text" value="11"/>
5/20/2017	59762305101STD	AZITHROMYCIN 1GM 10/PK O/SOL		j39181	11/1/2020	Pkt	10	0	<input type="text" value="40"/>
5/20/2017	59762305101STD	AZITHROMYCIN 1GM 10/PK O/SOL		j52571	11/1/2020	Pkt	10	0	<input type="text" value="40"/>
5/20/2017	08290367352STD	BD WINGSET PB 21X.75 PREATT 20		5260528	9/30/2020	SYR	20	0	<input type="text" value="40"/>
5/20/2017	60793070110STD	BICILLIN L-A 1200MU 2ML TBX 10		72123	7/31/2020	Syr	10	0	<input type="text" value="50"/>
5/20/2017	60793070110STD	BICILLIN L-A 1200MU 2ML TBX 10		72395	8/31/2020	Syr	10	0	<input type="text" value="100"/>
5/20/2017	60793070110STD	BICILLIN L-A 1200MU 2ML TBX 10		72264	7/31/2020	Syr	10	0	<input type="text" value="80"/>
5/20/2017	64679070102STD	CEFTRIAXONE SDV 250MG/10		560068m	8/1/2020	VIAL	10	0	<input type="text" value="60"/>
5/20/2017	64679070102STD	CEFTRIAXONE SDV 250MG/10		560058m	8/1/2020	VIAL	10	0	<input type="text" value="20"/>
5/20/2017	53489012005STD	DOXYCYCLINE TAB 100 MG (btl's of 14's)		6718103	10/31/2020	TAB	500	0	<input type="text" value="140"/>
5/20/2017	00409120703STD	GENTAMICIN 40MG/ML 2ML (3vials per therapy 6 vials MAX)		47336dk	11/1/2020	VIAL	25	0	<input type="text" value="6"/>
5/20/2017	00000367986STD	GOLD TOP TUBES 100		3094905	3/31/2020	TUBE	100	0	<input type="text" value="900"/>
5/20/2017	00000367986STD	GOLD TOP TUBES 100		3008919	12/31/2020	TUBE	100	0	<input type="text" value="800"/>
5/20/2017	47781026830STD	MOXIFLOXACIN TAB 400MG (btl's of 7's)		bxxh3xr1	4/30/2020	TAB	30	0	<input type="text" value="14"/>
5/20/2017	63323049280STD	XYLOCAINE AMP 1% 2ML/10		6111213	7/31/2020	Amp	10	0	<input type="text" value="90"/>
5/20/2017	63323049280STD	XYLOCAINE AMP 1% 2ML/10		6111214	7/31/2020	Amp	10	0	<input type="text" value="70"/>
5/20/2017	00069305107STD	ZITHROMAX 1G POWDER 10/PK O/SOL		m48251	12/1/2020	Pkt	10	0	<input type="text" value="10"/>
5/20/2017	00069305107STD	ZITHROMAX 1G POWDER 10/PK O/SOL		j11293	11/1/2020	Pkt	10	0	<input type="text" value="30"/>

## SUMMARY OF RECONCILIATION

Step 1: Complete Receiving

Step 2: Print out the Talley Sheet and inventory drugs on shelves

Step 3: Input on-hand counts into the Current Inventory screen

# ITEAMS STD Ordering Guidelines

## Receiving

Bulk orders will add items to your inventory.

Packet Orders are just acknowledged that the shipment was delivered, items will not add to your inventory.

Receiving Tab, select an order# from the drop down list. Verify all information is correct (Item, Lot#, Exp Date, Quantity).

Type in Full Name in Received By box, click save.

*Note: when selecting the order# from the drop down list, DO NOT click on the GO button as well. There is a glitch that when both are clicked, ITEAMS will populate an error message: Please contact your support person with the following message; Invalid key value.*

Accept	Item Description	Item ID	Requested Quantity	Ship Date	Inner Qty	UOM	Lot	Expiration Date	Received Quantity	Tracking Number
<input checked="" type="checkbox"/>	SYRINGE 27GX1/2 100	00000010131TB	0.00	4/16/2014	100	SYR	G130307	2/28/2018	100	C000176913
<input checked="" type="checkbox"/>	TUBERSOL VIAL 5TU-10 TEST 1ML	49281075221TB	0.00	4/16/2014	1	Vial	C4287AA	12/17/2015	30	C000176913

To check the status of an Order, click on the Tracking Number link (far right corner). ITEAMS will direct you to the LSO (Lone Star Overnight) website and will give you details of the shipping status.

To manually add items into your inventory, use the “Add Line” button. Select the NDC/Item ID from the drop down list. Enter Lot#, Exp Date, Quantity in eaches, and enter Full Name in Received by box. This will add the items to your inventory.

Item ID: \*\* Please Select \*\*

Lot:

Expiration Date:

Quantity:

Received By:

Save Cancel

# ITEAMS STD Ordering Guidelines

STD Program Item Description	PHARMACY SHIP QTY	PLACE ORDER TAB
AMOXICILLIN CAP 500MG 100CT	increments of 21pills (3btl's max)	Bulk Order
AZITHROMYCIN 1GM 10/PK O/SOL	each powder packet (1box max)	Bulk Order
AZITHROMYCIN 1GM 3/PK O/SOL	each powder packet (1box max)	Bulk Order
AZITHROMYCIN TAB 250MG 30CT	<i>PACKET ONLY</i>	<i>Packet Order (no patient ID#)</i>
BD WINGSET PB 21X.75 PREATT 20	total wingset	Bulk Order
BICILLIN L-A 1200MU 2ML TBX 10	total syringe	Bulk Order
BICILLIN L-A 2.4MU 4ML/10	total syringe	Bulk Order
CEFTRIAZONE SDV 250MG/10	VIALS	Bulk Order
CEFTRIAZONE SDV 250MG/25	VIALS	Bulk Order
CEFTRIAZONE VL 250MG/10	VIALS	Bulk Order
DOXYCYCLINE TAB 100MG 500CT	increments of 14's	Bulk Order
GENTAMICIN 40MG/ML 2ML/25	3vials per therapy (2therapy max)	Bulk Order
GOLD TOP TUBES 100	TUBE	Bulk Order
LIDOCAINE AMP 1% 2ML/50	VIALS	Bulk Order
LIDOCAINE SDV 1% 2ML/10	VIALS	Bulk Order
LIDOCAINE VL 1% 2ML/25	VIALS	Bulk Order
MOXIFLOXACIN TAB 400MG 30	increments of 7pills (3btl's max)	Bulk Order
SUPRAX TAB 400MG 50CT	<i>PACKET ONLY</i>	<i>Packet Order (no patient ID#)</i>
XYLOCAINE AMP 1% 2ML/10	VIALS	Bulk Order
XYLOCAINE SDV 1% 2ML/25MPF	VIALS	Bulk Order
ZITHROMAX 1G POWDER 10/PK O/SOL	each powder packet (1box max)	Bulk Order